

Procedures – Purchases From ISU Bookstore

In general, purchases from the University Bookstore should be instituted on a last-resort or emergency basis. The purchase should be unique to the University Bookstore. Most day-to-day office supplies and other consumables are already available from the Ames Lab Storeroom or other competitive vendors through the Ames Lab Purchasing Department. With that stated, if the purchase is best executed through the bookstore, procedures for obtaining goods are listed below. (Note: special rules apply to computing device purchases which require property management “i.e. tagging.”)

Procedure 1 (Preferred): Use the credit card issued by Ames Laboratory

- A. Select item(s)
- B. Use the credit card issued by Ames Laboratory for purchases and check out through the normal checkout stands.

Procedure 2: Purchase order

- A. Fill out Ames Laboratory Purchase Requisition including item(s) to be ordered
- B. Obtain an approved Ames Lab Purchase Order
- C. Ames Laboratory Purchase Order is delivered to the ISU Bookstore
- D. Items are delivered to Ames Lab Warehouse and eventually to the requestor by Ames Lab Warehouse personnel.

Procedure 3: Direct Charge

Most Importantly- You must have signature authority for purchases per the Chart of Accounts.

- A. Select item(s)
- B. Check out through Intramural Desk at the Bookstore by charging amount directly to Ames Lab’s ISU account.
- C. Return “Bookstore Intramural Charge Forms” (The invoices given to the purchaser at the Bookstore when items are checked out through the Intramural Desk.) immediately to Ames Laboratory Accounting upon your return from the Bookstore. Include internal Ames Laboratory project number (the CostPoint project number) on the document to which you want charges posted.

NOTE: The ISU Bookstore charges a \$10.00 fee to provide duplicate Intramural invoices. The fee can be avoided by submitting the Bookstore Intramural Charge Form immediately to the Ames Lab Accounting Office.